

MEMORANDUM FOR EXECUTIVE DIRECTOR-COMPTROLLER

SUBJECT : Staffing and Grade Pattern of U. S.
Intelligence Board Secretariat

REFERENCE : Memorandum for Ex. Dir. -Compt. from the
Director of Personnel, same subject, dated
13 May 1968

1. This memorandum submits recommendations for your approval in paragraph 8.

2. In approving on 28 May 1968 the recommendations by Mr. Wattles in paragraph 8 of the reference memorandum, you added an "approval note" which included the following paragraph:

"8. d. - The Executive Secretary is requested to devise ways and means by which the Secretariat can be reduced from [] (including the DIA and NSA members) to [] by 30 June 1969 and will make recommendations to the Executive Director-Comptroller as to how this is to be done."

3. On 3 July 1968, you approved a memorandum which I sent to the Chief of Staff, Defense Intelligence Agency, stating in confirmation of a telephone conversation with him that it would not be necessary for DIA to provide a replacement as Deputy Executive Secretary of USIB when [] (the present incumbent) is to retire in July 1969. As you advised me this determination had been approved by Mr. Helms as Chairman of USIB. As I have mentioned to you I would propose to designate [] as Assistant Executive Secretary of USIB in a CIA GS-15 position, as Deputy Executive Secretary upon [] retirement.

4. On 9 May 1967 you approved my request via AO/DCI to delete a GS-6 Secretary-Steno position and establish a GS-9 Information Control Assistant position in USIB/S. This latter position was to enable us to retain the services, as a CIA staff employee, of [] who had been on detail to USIB/S from NSA, after his retirement on 6 October 1967. In approving this arrangement you did so "with the understanding that [] will become a member of the OCR Career Service". At that time I had indicated to OCR with their agreement that we would like to keep [] on the Secretariat for a year or two before he was transferred to OCR (now CRS).

5. Subject to your approval I have now made arrangements with [] which provide that [] would be transferred about 1 April 1969 to a GS-9 position in the Support Services Group of CRS.

6. Since [] has now completed the development and establishment on a firm basis of the information control and dissemination system for handling USIB and SIGINT Committee documents, the Personnel Management and Compensation Division, OP, has stated that his GS-9 position which was an incumbency allocation will revert to a GS-7 position when he vacates it. We in USIB/S believe that [] who presently holds a GS-6 Secretary-Steno position in that office has the capabilities, with the completion of training by 1 April, to perform the duties previously conducted by Young. With the transfer from the Secretariat to the CIA Office of Security of the responsibility for maintaining a register of SI-cleared non-USIB-Agency personnel and the elimination of certain other duties previously required by SI regulations (which I have previously discussed with you) it is believed that the duties presently performed by [] can be absorbed with the help of the other personnel in that office.

7. The net effect of the above arrangements will be the reduction of the staff of the USIB Secretariat by two positions through the following means:

a. The elimination in July of a position at the grade of Colonel presently encumbered by an officer on detail by assignment from DIA.

b. The reversion of an Information Control Assistant position from its present GS-9 incumbency allocation grade to a GS-7 grade, and the deletion of a GS-6 Secretary-Steno position.

8. Accordingly, it is recommended that you approve the above arrangements as a satisfactory response to your request for a reduction in the USIB Secretariat as quoted in paragraph 2 above.


Executive Secretary, USIB

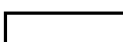

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Approved:

L W W
L. K. WHITE
Executive Director-Comptroller

18 MAR 69
Date

cc: AO/DCI

 mhb/27 Feb 69, 

Distribution:

Orig. & 1 - Addressee
1 - AO/DCI
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